

Board of Fire Commissioners Fire District No. 4  
Jackson Township, New Jersey

Minutes of Meeting Held  
September 12, 2024

Notice of the time, date, location and agenda of this meeting to the extent then known, was duly published in the district's official newspapers, posted on its official bulletin board and filed with the office of the municipal clerk at least forty-eight hours in advance of this meeting. This meeting is being conducted in accordance with the terms and provisions of the "Open Meetings Act" of the State of New Jersey.

**Call to Order:** the meeting was called to order by Commissioner Torres at 6:09 pm. Board Chairman Torres read the "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

**Roll Call:** Commissioners Jamison, Couceiro, Goldman and Torres were present. No commissioners were absent. Board Attorney Braslow participated via remote communication.

**Minutes:** Commissioner Goldman motioned to accept the minutes of the July 11, 2024 seconded by Commissioner Couceiro. Motion passed by unanimous vote. Commissioner Goldman motioned to accept the minutes of the July 23, 2024 special meeting, seconded by Commissioner Couceiro. Motion passed by unanimous vote.

**Treasurer's Report:** The bill list as well as the report (a copy of which is attached to the original minutes and incorporated herein by reference) as of September 12, 2024 was presented and left on table for public review. Commissioner Jamison read the cash balances into the record. Commissioner Couceiro motioned to accept the Treasurer's report and pay the bills, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Legal Report:** Board Attorney Braslow reported to the Board that an email was sent out by the Government Grant Council regarding reforms made to OPRA. Form has been developed that must be used when an OPRA request is made. Commissioner Jamison motioned to approve the OPRA request form, seconded by Commissioner Couceiro. Motion passed by unanimous consent. Board Attorney Braslow is sending the form to Cheryl electronically so that it can be posted on the District's website. It is mandatory that this form be used by those making OPRA requests.

**Truck & Building:** Captain Leonard read his written report. A copy of the written report is attached to the original minutes and incorporated herein by reference. Commissioner Couceiro motioned to accept the Resolution to accept the Bid from gov.deals for #5417 in the amount of \$61,000., seconded by Commissioner Goldman. Resolution was accepted by unanimous vote. A copy

of the Resolution is attached to the original minutes and incorporated herein by reference. Captain Leonard to send all information/paperwork to Board Attorney Braslow for his review. Board Attorney Braslow will need a hold harmless signed. Commissioner Goldman motioned to declare 13 SCBA harness packs as excess and no longer used for firematic services and to donate said SCBA packs to the 9/11 Fund, seconded by Commissioner Couceiro. Motion passed by unanimous vote. Lt. Porth has provided a list for earmarked funds for 2025. Department Physicals – Captain Leonard reviewed four key highlights from a new health insurance provider. Board was in agreement to have BHMGM Corp as the new vendor. Options in the policy to be determined at a later date. Commissioner Couceiro motioned to accept a Resolution appointing BHMGM Corp as a vendor for department physicals, seconded by Commissioner Goldman. Motion passed by unanimous consent.

**Chief's Report:** Chief Lubertazzi submitted his letter of resignation. A copy of the letter is attached to the original minutes and incorporated herein by reference. Discussion of Chief O'Hara's request for him and another FF to attend a conference in Texas. Board had multiple questions and no answers were available. Matter was tabled until the Board had more information. Chief Lubertazzi advised that he would like to add Hmatro tools for #5405 in 2025 budget; he further recommended two (2) career staff FF in 2025 budget and he recommended that the titles should be upgraded. He feels that it would be beneficial. Commissioner Goldman read the Chief's letter of resignation. Commissioner Jamison motioned to accept the letter of resignation, seconded by Commissioner Couceiro. Roll call vote: Ayes: Couceiro, Goldman, Jamison, Torres (with regret and disdain); No: none; Absent: none; Abstain: none. Motion passed by unanimous consent.

**President's Report:** President Robert Chojmacki read his written report. A copy of the report is attached to the original minutes and incorporated herein as reference. Cigar night is scheduled for October 19, 2024. Coordinate with Lt. Porth for physicals for this year. Station #2 has more responders than Station #1. Discussion. Commissioner Jamison inquired about what the fire company is doing about a recruitment drive. Discussion on possible options.

Board Attorney Braslow left the meeting,

Commissioner Torres reported that Jackson Township Councilperson Steve Chisholm donated \$2,250.00 to JTFD#4. The Board thanks Councilperson Chisholm for his very generous donation. A copy of the donation check is attached to the original minutes and incorporated herein by reference.

**Fire Bureau:** A copy of the report is attached to the original minutes and incorporated herein by reference. Commissioner Goldman read the report. The township has not transferred the resale inspections to the district as of yet.

**Work Orders:** Captain Leonard reported that as tissues are reported, work orders are addressed. Recommended that work orders on the agenda be moved to under Truck and Building report.

**Old Business:** FF Esposito reported on the Truck Committee progress since prices are all in. The top three prices are: E1: \$994,000; Spartan \$1.05 million; Sutphin \$1.014million. Turnaround time for all three companies is 3 to 4 year lag time. He recommends that process gets rolling now. Commissioner Jamison suggested that this topic be raised at the beginning of the meeting when Board Attorney Braslow is present to discuss options including bond vs. financing. Per a question from the Board, Cheryl advised that the Fire Recover payments are being listed under "Other Income."

**New Business:** None

**Correspondence:**

**Mail:** Lt. Porth is issuing a request to use personal protective helmet for: FF Chojacki, Furey and McCloskey. Board approved this request.

FF Furey requested permission to attend 9/11 Stair Climb on September 28, 2024 at the Wells Fargo Center in Philadelphia. Board was in agreement. IAFF sent a letter of gratitude for sponsoring the cancer screening.

**Executive Session:** Commissioner Couceiro motioned to accept the Resolution to take the Board into an executive session for the purpose discussion of personnel and litigation, seconded by Commissioner Jamison. Motion passed by unanimous consent. A copy of the Resolution is attached to the original minutes and incorporated herein by reference. The Executive Session ended at 8:04 pm.


*Public: Commissioner Couceiro left the meeting at the close of the Executive Session.*

**Certifying New Positions:** Commissioner Goldman motioned to create the positions of Deputy Chief and Clerk, seconded by Commissioner Jamison. Motion passed by unanimous consent. (This was the second reading.)

If no other readings are required, the clerk position is to be advertised.

**Open Commissioner Position:** Commissioner Torres reported that one letter of interest in the open position has been received. The position will be filled at the next meeting. This will allow ample time for interested candidates to be considered by submitting a letter of interest to any member of the Board or Cheryl.

**Adjournment:** With no other business to come before the Board, Commissioner Goldman motioned to adjourn the meeting, seconded by Commissioner Jamison. Meeting was adjourned at 8:12 p.m. by Commissioner Couceiro.

 \_\_\_\_\_, Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 4  
IN THE TOWNSHIP OF JACKSON, COUNTY OF OCEAN**

**Resolution**

**Closing of Meeting Pursuant to  
Open Public Meetings Act**

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WHEREAS, pursuant to the Open Public Meetings Act, the Commissioners are allowed to engage in executive session during any particular meeting when it becomes necessary to discuss matters which the statute allows to be discussed in executive session; and

WHEREAS, it was necessary for the Commissioners to discuss various matters of personnel and litigation, and accordingly, the Commissioners met in executive session to discuss same.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, as follows:

- (1) The meeting of September 12, 2024 is closed and will be reopened at such time as the discussion in executive session has been completed.
- (2) The minutes will be revealed to the public at such time as the matters discussed have been resolved.

Certification

I, Shane O'Brien, Clerk of the Commissioners of Fire District No. 4 in the Township of Jackson, County of Ocean, hereby certify that the foregoing resolution was duly adopted by the Commissioners at a regular meeting held on September 12, 2024.

  
Clerk

The foregoing resolution was introduced by Commissioner Couceiro and it was seconded by Commissioner Jamison.

**RECORD OF VOTE**

<b>Members</b>	<b>Torres Jr.</b>	<b>Goldman</b>	<b>Jamison</b>		<b>Couceiro</b>
<b>Yes</b>	X	X	X		X
<b>No</b>					
<b>Not Voting</b>					
<b>Absent</b>					

**BOARD OF FIRE COMMISSIONERS  
JACKSON TWSP FIRE DISTRICT NO. 4  
AGENDA AND MEETING NOTES**

**September 12, 2024**

**Meeting Time 6PM Caucus 5:30PM**

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Meeting called to order 6:00PM  
Reading of the "Public Meeting Act"  
Flag Salute  
Attendance  
Secretary's Report  
Treasurer's Report  
Legal Report  
Truck & Building Report  
Chief's Report  
President's Report  
Fire Bureau Report  
Work Order Requests  
Old Business  
New Business

Mail Correspondence-Per Yellow Folder

Open to Public  
Meeting Adjourned

Old Business-Correspondence/Pending

New Business

Mail Correspondence  
Per Yellow folder

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through September 12, 2024**

	Jan 1 - Sep 12, 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	953,426.69	2,423,524.26	-1,470,097.57
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	1,608.23	1,000.00	608.23
4750 · Bureau of Fire Prevention Incm	47,518.92	35,000.00	12,518.92
4800 · Other Income	8,193.91	0.00	8,193.91
4910 · Restricted Fund Balance	0.00	40,000.00	-40,000.00
4920 · Unreserved Fund Balance	0.00	250,000.00	-250,000.00
<b>Total Income</b>	<b>1,010,747.75</b>	<b>2,753,866.26</b>	<b>-1,743,118.51</b>
Gross Profit	1,010,747.75	2,753,866.26	-1,743,118.51
Expense			
5110 · Salaries - Commissioners	0.00	22,500.00	-22,500.00
5120 · Salaries - Secretary			
5121 · Secretary-1099	2,450.00	0.00	2,450.00
5120 · Salaries - Secretary - Other	0.00	3,000.00	-3,000.00
<b>Total 5120 · Salaries - Secretary</b>	<b>2,450.00</b>	<b>3,000.00</b>	<b>-550.00</b>
5210 · Elections	5,398.01	8,000.00	-2,601.99
5220 · Office Expense	5,449.95	13,461.67	-8,011.72
5230 · Professional Services			
5240 · Auditing	12,489.00	0.00	12,489.00
5243 · Bookkeeper	12,264.00	0.00	12,264.00
5245 · Legal fees	16,180.00	0.00	16,180.00
5230 · Professional Services - Other	4,092.00	70,000.00	-65,908.00
<b>Total 5230 · Professional Services</b>	<b>45,025.00</b>	<b>70,000.00</b>	<b>-24,975.00</b>
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	40,794.42	115,290.41	-74,495.99
6115 · Salaries & Wages - Captain	74,600.15	137,510.13	-62,909.98
6120 · Salaries - Full Time Fire	145,832.61	492,624.86	-346,792.25
6125 · Clothing Allowance	3,886.00	12,000.00	-8,114.00
6130 · Salaries - Fire Official	0.00	15,000.00	-15,000.00
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-FireFighter LT&CPT OT	14,791.49	0.00	14,791.49
6142 · Salaries-Firefighters OT	7,083.41	0.00	7,083.41
6140 · Salaries - Firefighter Overtime - Other	0.00	56,000.00	-56,000.00
<b>Total 6140 · Salaries - Firefighter Overtime</b>	<b>21,874.90</b>	<b>56,000.00</b>	<b>-34,125.10</b>
6145 · Salaries-Comp Time	0.00	5,000.00	-5,000.00
6180 · Payroll Taxes	-13,078.63	66,564.03	-79,642.66
6185 · Employer Pension Contribution	0.00	225,650.00	-225,650.00
6190 · Fringe Benefits			
6192 · Workers Comp	64,970.00	0.00	64,970.00
6190 · Fringe Benefits - Other	19,442.61	297,146.17	-277,703.56
<b>Total 6190 · Fringe Benefits</b>	<b>84,412.61</b>	<b>297,146.17</b>	<b>-212,733.56</b>
6210 · Insurance	86,538.90	80,000.00	6,538.90
6220 · Advertising	851.10	2,000.00	-1,148.90

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
 January 1 through September 12, 2024

	Jan 1 - Sep 12, 24	Budget	\$ Over Budget
<b>6310 · Maintenance &amp; Repairs</b>			
<b>6311 · M&amp;R - Apparatus</b>			
6312 · M&R - Truck #5400 Chief	106.15	0.00	106.15
6313 · M&R - Truck #5407 Utility	1,089.64	0.00	1,089.64
6314 · M&R - Truck #5404 2012 Tahoe	7,688.79	0.00	7,688.79
6315 · M&R - Truck #5405 Ladder	27,473.87	0.00	27,473.87
6316 · M&R - Truck #5408 Tanker	882.81	0.00	882.81
6317 · M&R - Truck # 5401 Pumper New	10,251.92	0.00	10,251.92
6320 · M&R - Truck #5410 Asst Chief	2,788.46	0.00	2,788.46
6322 · M&R - Truck #5411 Pumper	20,841.00	0.00	20,841.00
6323 · M&R - Truck #5414 Tahoe 2011	2,091.31	0.00	2,091.31
6328 · M&R - Truck #5417 KME Pumper	837.89	0.00	837.89
6332 · M&R - Truck #5421 KME Pumper	1,847.00	0.00	1,847.00
6334 · M&R - Truck #5427 Pick Up	381.48	0.00	381.48
6338 · M&R - Truck #5437 2018 F250	416.46	0.00	416.46
6341 · M&R - Truck #18-407 Bureau	4,864.45	0.00	4,864.45
6311 · M&R - Apparatus - Other	881.78	0.00	881.78
<b>Total 6311 · M&amp;R - Apparatus</b>	<b>82,443.01</b>	<b>0.00</b>	<b>82,443.01</b>
6350 · M&R - Building #1	20,167.77	0.00	20,167.77
6355 · M&R - Building #2	6,787.62	0.00	6,787.62
6370 · M&R - Equipment	13,417.85	0.00	13,417.85
6310 · Maintenance & Repairs - Other	0.00	120,000.00	-120,000.00
<b>Total 6310 · Maintenance &amp; Repairs</b>	<b>122,816.25</b>	<b>120,000.00</b>	<b>2,816.25</b>
<b>6410 · Supplies</b>			
6411 · Supplies - Fuel	21,419.12	0.00	21,419.12
6410 · Supplies - Other	2,839.02	35,000.00	-32,160.98
<b>Total 6410 · Supplies</b>	<b>24,258.14</b>	<b>35,000.00</b>	<b>-10,741.86</b>
6415 · Fire Prevention	4,927.96	5,000.00	-72.04
6510 · Utilities	33,761.12	65,000.00	-31,238.88
6513 · Fire Service Agreement	25,000.00	50,000.00	-25,000.00
6515 · Hydrant Rent	34,440.00	80,000.00	-45,560.00
6610 · Misc. Firefighter Expenses	21,082.05	20,000.00	1,082.05
6611 · Training			
6612 · Training - Paid/Vol	22,187.92	0.00	22,187.92
6616 · Fire Science Education	0.00	6,000.00	-6,000.00
6611 · Training - Other	-20.00	25,000.00	-25,020.00
<b>Total 6611 · Training</b>	<b>22,167.92</b>	<b>31,000.00</b>	<b>-8,832.08</b>
6614 · Technology-Equipment	0.00	10,000.00	-10,000.00
6615 · Gear - Fire Company	5,393.27	40,000.00	-34,606.73
6625 · Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Renovations	0.00	10,000.00	-10,000.00
6635 · Equipment-Non-Bondable	0.00	30,000.00	-30,000.00
6640 · SCBA	1,118.27	15,000.00	-13,881.73
6650 · Emergency/First Aid Equipment	900.06	5,000.00	-4,099.94
6655 · Replacement Equipment	7,509.57	40,000.00	-32,490.43
6670 · Vehicle Equip-Radios/Pagers	0.00	10,000.00	-10,000.00
6675 · UFSA			
6675a · Office Supplies	235.28	0.00	235.28
6675b · Membership	1,318.00	0.00	1,318.00
6675c · Computer Software-Bureau	2,896.26	0.00	2,896.26
6675d · Fire Prevention Expenses	118.29	0.00	118.29
6675 · UFSA - Other	975.48	8,300.00	-7,324.52
<b>Total 6675 · UFSA</b>	<b>5,543.31</b>	<b>8,300.00</b>	<b>-2,756.69</b>



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09/12/24

Accrual Basis

**Board of Fire Commissioners**  
**Profit & Loss Budget vs. Actual**  
**January 1 through September 12, 2024**

	Jan 1 - Sep 12, 24	Budget	\$ Over Budget
6910 · LOSAP	0.00	40,000.00	-40,000.00
6990 · Contingent-Operating	0.00	2,000.00	-2,000.00
7810 · Res. For Future Capital Outlay	0.00	275,000.00	-275,000.00
8110 · Capital Lease - Prin	0.00	114,252.84	-114,252.84
8120 · Capital Lease - Interest	0.00	8,066.15	-8,066.15
<b>Total Expense</b>	<b>812,952.94</b>	<b>2,638,866.26</b>	<b>-1,825,913.32</b>
<b>Net Ordinary Income</b>	<b>197,794.81</b>	<b>115,000.00</b>	<b>82,794.81</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
8054 · Capital	100,153.18	115,000.00	-14,846.82
<b>Total Other Expense</b>	<b>100,153.18</b>	<b>115,000.00</b>	<b>-14,846.82</b>
<b>Net Other Income</b>	<b>-100,153.18</b>	<b>-115,000.00</b>	<b>14,846.82</b>
<b>Net Income</b>	<b>97,641.63</b>	<b>0.00</b>	<b>97,641.63</b>



# JACKSON MILLS VOLUNTEER FIRE COMPANY NO. 1 STATION 54



465-B North County Line Road 📍 Jackson, New Jersey 08527

## Chief's Report September 2024

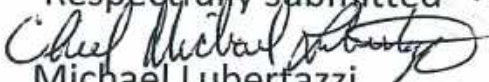
Commissioners Fire District 4,

The time has come, I never thought I would be writing this letter to you. It is time for me and my family to move on. Therefore, this will be my final Chief's report ever. I want to take this time to thank each board member for everything they have done not only for me, but for what they have done over the years for the fire district itself. Without your support, my tenure as chief would never have been as successful as it was without this Board of Fire Commissioners. It was an honor and privilege to be the Fire Chief of the Jackson Mills Fire Company and to be a part of Fire District #4. Also, I would like to thank the career Firefighting staff for all the help that they have provided over the years. As you all know, I am very passionate about the fire service and every member in this district has made it easy for me to continue that passion every day here. In ending, please keep moving forward in the fire service and don't look back.

It is with great honor to know and announce, Trask O'Hara will be the Fire Chief and Stanley O'Brien Sr. will be the Deputy Chief to finish out my term. My last day as Fire Chief will be on Friday, October 18, 2024.

"Being a Firefighter is the best job in the world"

Respectfully submitted

  
Michael Lubertazzi

Fire Chief

Jackson Mills Fire Company No. 1



**Jackson Mills Volunteer Fire Company No. 1  
Station 54**

465B North County Line Road  
Jackson, New Jersey 08527 • 732-833-2981



**To:** Jackson Twp. Board of Fire Commissioners, District 4  
**From:** Robert Chojnacki, President JMVFC  
**Date:** September 12, 2024  
**Subject:** President's Report September 2024

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**Events**

- Company Picnic is scheduled for September 28th at Station 2
- Open house is October 13th

**Membership:**

- Applications:
  - Jackson Reis physical has been completed.
  - Alexa Cebulski has applied for junior membership

Respectfully Submitted,

Robert Chojnacki  
President  
Jackson Mills Volunteer Fire Company

# Bureau of Fire Prevention District #4

## Jackson Township

465 A North County Line Rd.

Jackson NJ, 08527

Office 732-928-7848

Fax 732-928-8220

Fire Official – Stanley O'Brien Jr.

**September 12, 2024**

**Monthly Bureau Report**

Inspections are being completed as normal. Resale Inspections are due to start on October 1<sup>st</sup>. Online applications and Billing are already in place. Paper applications will be available at the station and Building Department.

### Site plans received and finalized:

- Amended Plans for Life Storage on North County Line was Approved
- Amended Plans for a Solar Panel project at Public Storage was Approved

### Permits:

- 8/16 A Tent permit and cooking permit were issued. Violation was issued for not obtaining a permit before the event.

### Fire investigations:

- 8/6 Battery Fire with Injury at 175 Bartley Road.
- 8/18 Building Fire 9 Berwyn Lane
- 9/10 Assisted 18-307 at 703 Arcadia Court for a Outside Fire

### Fire Prevention Details:

- Jackson Day is scheduled for Sunday on 9/15. The Bureaus are setting up a table and a burn demo is planned for 3pm. Looking for a few guys to assist at the table with questions and handouts. Station 55 are providing a crew to staff an engine during the burn.

### Call Outs / Complaints:

- Custom Barrs on West Commodore Blvd. was referred to the Building Department for an unsafe operation.
- 74 Butterfly Road for a generator complaint, referred to Code Enforcement.

### Training / Meetings:

- Jackson Community Wildfire Protection Plan - Forest Fire meeting was attended at Station 57. The Protection Plan was updated, and new objectives were recommended for Station 54 primary response area. (See attached plan)

Respectfully submitted,

*Stanley O'Brien Jr.*

**Stanley O'Brien Jr.**